

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1229

Page 1 of 1

DGS
550-1

Agency
Wicomico County Sheriff's Office

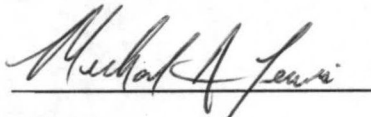
Division/Unit
Domestic Violence

Item No.	Description	Retention
1	Domestic Violence Tracking Sheet	Retain Until Expiration Date, then destroy
2	Domestic Violence responder Information Sheet	Retain Until expiration date plus one year, then destroy
3	Protective Order Validation Sheet	Retain Until expiration date plus one year, then destroy
4	Maryland Electronic Telecommunications Resource System/National Crime Information System Agency Case Data	Retain Until expiration date plus one year, then destroy
5	Protection Order Follow-up Form	Retain Until expiration date plus one year, then destroy
6	Agency Copy of Order (Peace & Protective Orders)	Retain Until expiration date plus one year, then destroy

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature



Typed Name Michael A. Lewis

Title Sheriff

Schedule Authorized by State Archivist

Date

11-5

Signature



<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>6</u></p>	
<p>1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801</p>		<p>2. Division Domestic Violence</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Domestic Violence Tracking Sheets</p>			<p>5. Earliest Year/Latest Year _2011_ to _2012_</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Is used track information about the Respondent</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _kept in file_</p>		<p>9. Volume _12 Number</p> <p>File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _ file folders</p>	
<p>10. Annual Accumulation _215 Number</p> <p>File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _i file folders</p>					
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After _1_ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Duty office</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicable Wicomico County Sheriff's Office Policy and Procedures, and Wicomico County Policy and Procedures</p>			<p>16. Audit Requirements</p> <p>None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Filed after order is served by the month and day of expiration</p>			<p>18. Recommended Retention</p> <p>Retain until expiration date, then destroy</p>		
<p>19. Name and Title of Preparer Deborah A. Brannan</p>		<p>20. Telephone Number 410-548-4891</p>		<p>21. Date 01/15/2013</p>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>6</u></p>	
<p>1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801</p>		<p>2. Division Domestic Violence</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Domestic Violence Responder Information Sheet</p>			<p>5. Earliest Year/Latest Year __2011__ to __2012__</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Is used to gather information about the respondent</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) __kept in file__</p>		<p>9. Volume _5____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After __1____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Duty office</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicable Wicomico County Sheriff's Office Policy and Procedures, and Wicomico County Policy and Procedures</p>		<p>16. Audit Requirements None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Filed by last name until the order is expired than is removed from active status and place into the Expired file drawer.</p>		<p>18. Recommended Retention Retain until expiration date, plus one year, then destroy</p>			
<p>19. Name and Title of Preparer Deborah A. Brannan</p>		<p>20. Telephone Number 410-548-4891</p>		<p>21. Date 01/15/2013</p>	

<u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>6</u>	
1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801		2. Division Domestic Violence		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Protective Order Validation Sheets			5. Earliest Year/Latest Year <u>2011</u> to <u>2012</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Is used track when an order has been entered and when any changes are done to an order					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>kept in file</u>		9. Volume <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 215 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Duty office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicable Wicomico County Sheriff's Office Policy and Procedures, and Wicomico County Policy and Procedures			16. Audit Requirements None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Filed by last name until the order is expired than is removed from active status and place into the Expired file drawer.			18. Recommended Retention Retain until expiration date, plus one year, then destroy		
19. Name and Title of Preparer Deborah A. Brannan		20. Telephone Number 410-548-4891		21. Date 01/15/2013	

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1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801	2. Division Domestic Violence	3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Maryland Electronic Telecommunications Resource System/National Crime Information Center Agency Case Data	5. Earliest Year/Latest Year <u>2011</u> to <u>2012</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Is used to enter information from the protective order into Maryland Electronic Telecommunications Resource System/National Crime Information Center		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>kept in file</u>	9. Volume 5 _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 215 _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>1</u> _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Duty office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicable Wicomico County Sheriff's Office Policy and Procedures, and Wicomico County Policy and Procedures	16. Audit Requirements None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Filed by last name until the order is expired than is removed from active status and place into the Expired file drawer.	18. Recommended Retention Retain until expiration date, plus one year, then destroy	
19. Name and Title of Preparer Deborah A. Brannan	20. Telephone Number 410-548-4891	21. Date 01/15/2013

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1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801		2. Division Domestic Violence		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Protection Order Follow up Form			5. Earliest Year/Latest Year <u>2011</u> to <u>2012</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Is used to see if Respondent has firearms					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>kept in file</u>		9. Volume <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Duty office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
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<p>1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801</p>		<p>2. Division Domestic Violence</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Agency Copy of Order (Peace/Protective Order)</p>			<p>5. Earliest Year/Latest Year __2011__ to __2012__</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Is used to gather information and to know what the judge has issued</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) __kept in file__</p>		<p>9. Volume _5_____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After __1____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Duty office</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicable Wicomico County Sheriff's Office Policy and Procedures, and Wicomico County Policy and Procedures</p>		<p>16. Audit Requirements None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Filed by last name until the order is expired than is removed from active status and place into the Expired file drawer.</p>		<p>18. Recommended Retention Retain until expiration date, plus one year, then destroy</p>			
<p>19. Name and Title of Preparer Deborah A. Brannan</p>		<p>20. Telephone Number 410-548-4891</p>		<p>21. Date 01/15/2013</p>	